

Department Chair/Liaison Expectations Checklist

Please use the checklist throughout the year to track Concurrent Enrollment High School faculty member for your department.

July/August

- _____ Review University Department Chair/Liaison Expectations
- _____ Contact High School CE faculty members prior to the CE summer professional development event
- _____ Review syllabi for each NEW faculty member prior to the semester’s start
- _____ Provide discipline specific professional development for those who attend summer PD event (Early Credit Conference)
- _____ Provide all new CE faculty an Orientation to the program and department expectations
- _____ Contact High School faculty members who are absent from summer professional development to update them and discuss their curriculum plans for fall

December

- _____ Contact High School CE faculty members to ensure their success with the fall semester, offer assistance if needed, and set up the onsite evaluation visit for the spring.

February / March

- _____ Make onsite visit. Use the form on the UA Little Rock Early Credit website under [University Representative](#) to complete the evaluation. In addition to what is required, please utilize the “additional comments” section.

May

- _____ Contact HS CE faculty members to ensure they received the evaluation feedback; for those who were found in non-compliance, begin remediation discussion.
- _____ Contact HS CE faculty members to ensure their success with the spring semester, offer assistance if needed, remind them to register for the summer professional development event, and wish them well in their summer plans.

Upon completion, please sign, date, and submit this form to earlycredit@ualr.edu no later than May 15.

Department	Date
Printed Name	Signature